



TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

A. General Information / Informations générales

Contract Number / Numéro du contrat: 47419-171663/001/EL

Contractor Name / Nom du Contracteur : Emerion

Task Authorization (TA) No. / N° de l'autorisation de tâches (AT) :

Commitment No. / N° de l'engagement :

Financial Coding / Code financier :

Date of Issuance / Date d'émission :

**Response required by /
Réponse requise par :**

2019001767

1000344369

333020060, 2001, 10200

Oct 22, 2018

Oct 26, 2018

B. For Amendments Only / Aux fins de modification seulement

Amendment No. / N° de la modification :

Reason for the Amendment / Raison pour la modification :

C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category / Catégorie	Level / Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profil linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis
Business Analyst	3		English / Anglais	Reliability

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

As per the SOW in the Contract.

Period of Services / Période de service:

Initial Start Date / Date de début initiale :

Oct 29, 2018

Initial End Date / Date de fin initiale :

Sept 26, 2021

Extended End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification) :

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale**Travel Requirement(s) / Exigence(s) de voyage :**

N/A

Work Location(s) / Lieu(x) de travail :

333 North River Road, Vanier Towers, Ottawa, Ontario, K1A 0L8

A. Contractor Resource(s) / Ressource(s) du Contracteur

Note: once approved, only the following resources may provide services under this TA. / Note: une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT



TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

Name / Nom	Category / Catégorie	Level / Niveau	Linguistic Profile / Profil linguistique	Level of Security / Niveau de sécurité	PWGSC Security File No. / N° du dossier de sécurité TPSGC	
	Business Analyst	3	English / Anglais	Reliability		<div>+ -</div>

B. Estimated Cost / Coût estimatif

Category / Catégorie	Level / Niveau	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Cost / Coût estimatif
Business Analyst	3			\$818,119.80
Estimated Cost / Coût estimatif				\$818,119.80
Total Estimated Travel and Living Cost / Estimé des frais de déplacement et de subsistance				\$0.00
Tax rate applied / Taux d'imposition appliqué (%)	13.000	Applicable Taxes / Taxes applicables		\$106,355.57
Total Estimated Cost / Coût total estimatif				\$924,475.37

BY SIGNING THIS TA, THE AUTHORIZED CLIENT AUTHORITY AND/OR THE PWGSC CONTRACTING AUTHORITY CERTIFIES(IES) THAT THE CONTENT OF THIS TA IS IN ACCORDANCE WITH THE CONDITIONS OF THE CONTRACT.

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certifies(ies) that the content of this TA is in accordance with the conditions of the Contract.

The client's authorization limit is . When the value of a TA and its amendments (including GST/HST) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

Mohamed Higahed Oct 26/2018
Name of Authorized Client / Nom du client autorisé Date

Signature

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

La limite d'autorisation du client est . Lorsque la valeur de l'AT et ses modifications (incluant la TPS/TVH) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation.

Name of Contracting Authority / Nom de l'autorité contractante

Morin, Sylvie
Digitally signed by Morin, Sylvie
Date: 2018.10.26 15:14:08 -04'00'

Signature

Date

BY SIGNING THIS TA, THE CONTRACTOR CERTIFIES THAT THE CONTENT OF THIS TA IS IN ACCORDANCE WITH THE CONDITIONS OF THE CONTRACT.

Name and Title of Individual authorized to sign on behalf of the Contractor / Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

Oct 26/18



TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

PART 1 (completed by the Technical/Project Authority) / **PARTIE 1** (complétée par le Responsable technique / Chef de projet)

A. General Information / Informations générales

Contract Number / Numéro du contrat : 47419-171663/001/EL

Contractor Name / Nom du Contracteur : EMERION

Task Authorization (TA) No. / N°
de l'autorisation de tâches (AT) :

2019002898

Commitment No. / N° de
l'engagement :

1000345769

Financial Coding / Code
financier :

2001-333020060

Date of Issuance / Date
d'émission :

Feb 26, 2019

Response required by /
Réponse requise par :

Feb 28, 2019

B. For Amendments Only / Aux fins de modification seulement

Amendment No. / N° de la modification :

Reason for the Amendment / Raison pour la modification :

C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category / Catégorie	Level / Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis
Business Consultant	3		English / Anglais	Reliability / Fiabilité

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

TITLE

Business Consultant for the E-Commerce Project

BACKGROUND

Online shopping has resulted in an exponential growth of E-Commerce that has resulted in a fundamental shift in how goods are shipped to Canada. The traditional model of shipping full containers to a Canadian importer is being overtaken by a model that has goods being delivered directly to a Canadian consumer or business; full containers are being replaced by individual orders. Retailers are increasingly moving towards an inventory management system that favors the just-in-time process. The traditional model of businesses holding large inventories of product is moving towards a model that can provide a customer base with a vast selection of products that can be ordered online and shipped directly from an international fulfillment warehouse.

The Commercial and Trade Branch, of the Canada Border Services Agency is developing a program that is expected to formally address all of Canada's E-Commerce related challenges while facilitating trade, ensuring health, safety and security of people and securing the Canadian economy.

SCOPE OF WORK

Assistance is required in gathering and analysis of the current and future business, user, technical and reporting requirements as well as proposing a feasible solution to be implemented by the technical team. This work requires the services of specialized skills with in-depth knowledge of business analysis concepts, and also strong conceptual analysis and communication expertise. Facilitate meetings and discussions, provide guidance and training to staff working on project to ensure effective knowledge transfer.

TASKS

The Business System Analyst will be responsible for, but not limited to, the following:



TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

- Develop artifacts, including topic maps, content flow diagrams, content models, and navigation models;
 - o Support the statistical analysis of data
 - o Support the development of the design and implementation of statistical predictive models
 - o Support the development of the design to implement statistical algorithms
 - o Support the development of the design for forecasting models
- Support the design and develop optimization algorithms;
- Develop and document the statements of requirements for considered alternatives;
- Perform business analyses of functional requirements to identify information, procedure, and decision flows;
- Evaluate existing procedures and methods, identify and documents items such as database content, structure, application subsystems.
- Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems;
- Identify candidate business processes for re-design, prototype potential solutions, provide trade-off information and suggest a recommended course of action;
- Establish acceptance test criteria with client;
- Support and use the selected departmental methodologies; and
- Contact training and provision of guidance of CBSA junior staff who are working on Project, which includes transfer of knowledge.

TECHNICAL ENVIRONMENT

Windows 7, MS Project, Office and other Project Management Software.

CLIENT SUPPORT

The CBSA will provide computers & workstation to adhere to information security guidelines.

CONSTRAINTS

Work must be performed on CBSA premises in the National Capital Region, and within normal business hours (7am – 6pm) Monday to Friday.

DELIVERABLES

All deliverables must be provided in either English.

The deliverables include, but are not limited to:

- Manage the project during the development, implementation and operations start-up by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters;
- Participates in meetings and conferences as required;
- Ensure that project deliverables conform to the client's development standards and provide guidance/instruction to other project team members as necessary to achieve quality assurance objectives.
- Obtain requisite sign-off

SCHEDULE

Review all existing business requirements documents and conceptual process mapping – Q4 2018

Plan and conduct a series of workshops to document stakeholder requirements and future state process maps – Q4 2018/19 and Q1 2019/20

Business Requirements Document – Q1 2019/20

Business Process Maps – Draft – Q2 2019/20

Business Process Maps – Final – Q3 2019/20

Period of Services / Période de service:

Initial Start Date / Date de début initiale :

Mar 11, 2019

Initial End Date / Date de fin initiale :

Mar 31, 2020

Extended End Date (See Reason for the Amendment) / Date de prolongée (voir Raison pour la modification) :

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

TASK AUTHORIZATION FORM

FORMULAIRE D'AUTORISATION DE TÂCHES

Travel Requirement(s) / Exigence(s) de voyage :	None
Work Location(s) / Lieu(x) de travail :	100 Metcalfe Street, Ottawa, ON

PART 2 (completed by Contractor and/or the Technical/Project Authority) / PARTIE 2 (complétée par le Contracteur et/ou le Responsable technique / Chargé du projet)

A. Contractor Resource(s) / Ressource(s) du Contracteur

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Name / Nom	Category / Catégorie	Level / Niveau	Linguistic Profile / Profil linguistique	Level of Security / Niveau de sécurité	PWGSC Security File No. / N° du dossier de sécurité TPSGC
	Business Consultant	3	English / Anglais	Secret	95170490

B. Estimated Cost / Coût estimatif

Category / Catégorie		Level / Niveau	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Cost / Coût estimatif
<div><div>+</div><div>-</div></div>	Business Consultant	3			\$262,401.12
Estimated Cost / Coût estimatif					\$262,401.12
Total Estimated Travel and Living Cost / Coût total estimatif de voyage et de vie					\$0.00
Taxe % applied / % de taxes appliquées		13.000	Applicable Taxes / Taxes applicables		\$34,112.15
Total Estimated Cost / Coût total estimatif					\$296,513.27

PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certifies that the content of this TA is in accordance with the conditions of the Contract.

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

The client's authorization limit is \$250,000.00. When the value of a TA and its amendments (including GST/HST) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

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MARC BEAUVAIS
Name of Authorized Client / Nom du client autorisé
Date: MARCH 07, 2019
Signature

Name of Contracting Authority / Nom de l'autorité contractante
Date
Signature

PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre
de la personne autorisée à signer au nom de l'entrepreneur

Signature

MAR 08 2019
Date

Senior Contracting Officer
Strategic Procurement Division (SPD) | Finance and Corporate
Management Branch
Canada Border Services Agency | Government of Canada
Anik.Devlin@cbsa-asfc.gc.ca | Tel. : 343-291-6909



TASK AUTHORIZATION FORM

FORMULAIRE D'AUTORISATION DE TÂCHES

PART 1 (completed by the Technical/Project Authority) / PARTIE 1 (complété par le Responsable technique / Chargé du projet)

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de l'autorisation de tâches (AT) :

2019002898

Commitment No. / N° de
l'engagement :

1000345769

Financial Coding / Code
financier :

2001-333020060

Date of Issuance / Date
d'émission :

Feb 26, 2020

Response required by /
Réponse requise par :

Mar 2, 2020

B. For Amendments Only / Aux fins de modification seulement

Amendment No. / N° de la modification : 1

Reason for the Amendment / Raison pour la modification :

This amendment is raised to add days to this T.A for a total of days and to extends the T.A until 2021-03-31.

C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category / Catégorie	Level / Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis
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Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

TITLE

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TASKS

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TASK AUTHORIZATION FORM

FORMULAIRE D'AUTORISATION DE TÂCHES

- Develop artifacts, including topic maps, content flow diagrams, content models, and navigation models;
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- Establish acceptance test criteria with client;
- Support and use the selected departmental methodologies; and
- Contact training and provision of guidance of CBSA junior staff who are working on Project, which includes transfer of knowledge.

TECHNICAL ENVIRONMENT

Windows 7, MS Project, Office and other Project Management Software.

CLIENT SUPPORT

The CBSA will provide computers & workstation to adhere to information security guidelines.

CONSTRAINTS

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DELIVERABLES

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The deliverables include, but are not limited to:

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- Ensure that project deliverables conform to the client's development standards and provide guidance/instruction to other project team members as necessary to achieve quality assurance objectives.
- Obtain requisite sign-off

SCHEDULE

Gather requirements for RFP for E-Commerce (development, consultation and refinement) (Q2)

Refine E-Commerce Business Case(Q2)

Informing project management of various proof of concepts for E-Commerce (ongoing Q1-Q4)

Period of Services / Période de service:

Initial Start Date / Date de début initiale :

Mar 11, 2019

Initial End Date / Date de fin initiale :

Mar 31, 2020

Extended End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification) :

Mar 31, 2021

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Travel Requirement(s) / Exigence(s) de voyage :

None



TASK AUTHORIZATION FORM

FORMULAIRE D'AUTORISATION DE TÂCHES

Work Location(s) / Lieu(x) de travail :

100 Metcalfe Street, Ottawa, ON

PART 2 (completed by the Contractor and/or the Technical/Project Authority) / PARTIE 2 (complétée par le Contracteur et/ou le Responsable technique / Chargé du projet)

A. Contractor Resource(s) / Ressource(s) du Contracteur

Note: once approved, only the following resources may provide services under this TA. / Nota: une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT.

Name / Nom	Category / Catégorie	Level / Niveau	Linguistic Profile / Profil linguistique	Level of Security / Niveau de sécurité	PWGSC Security File No. / N° du dossier de sécurité TPSGC	
	Business Consultant	3	English / Anglais	Secret	95170490	+ -

B. Estimated Cost / Coût estimatif

Category / Catégorie		Level / Niveau	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Cost / Coût estimatif
+	Business Consultant	3			\$493,931.52
-					
Estimated Cost / Coût estimatif					\$493,931.52
Total Estimated Travel and Living Cost / Coût total estimatif de voyage et de vie					\$0.00
Taxe % applied / % de taxes appliquées		13.000	Applicable Taxes / Taxes applicables		\$64,211.10
Total Estimated Cost / Coût total estimatif					\$558,142.62

PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certify (ies) that the content of this TA is in accordance with the conditions of the Contract.

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste (nt) que le contenu de cette AT est conforme aux conditions du contrat.

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La limite d'autorisation du client est \$250,000.00. Lorsque la valeur de l'AT et ses modifications (incluant la TPS/TVH) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation.

Name of Authorized Client / Nom du client autorisé

Date

Name of Contracting Authority / Nom de l'autorité contractante

Date

Morin, Sylvie

Signature

Signature

PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

MAR 19 2020
Date



TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

PART 1 (completed by the Technical/Project Authority) / PARTIE 1 (complété par le Responsable technique / Chargé du projet)

A. General Information / Informations générales

Contract Number / Numéro du contrat : 47419-171663/001/EL

Contractor Name / Nom du Contracteur : EMERION

Task Authorization (TA) No. / N°
de l'autorisation de tâches (AT) :

2020001414

Commitment No. / N° de
l'engagement :

1000349476

Financial Coding / Code
financier :

2001-195040020 2001-19504

Date of Issuance / Date
d'émission :

Sep 30, 2019

Response required by /
Réponse requise par :

Oct. 14, 2019

B. For Amendments Only / Aux fins de modification seulement

Amendment No. / N° de la modification :

Reason for the Amendment / Raison pour la modification :

C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category / Catégorie	Level / Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis
Business Architect	3		English / Anglais	Secret
Information Management Architect	3		English / Anglais	Secret
Business Architect	3		English / Anglais	Secret
Information Management Architect	3		English / Anglais	Secret

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

STATEMENT OF WORK – Information Management Architect

1. Title

To acquire two (2) Information Management (IM) consultants.

2. Background

Assistance is required in gathering and analysis of the current and future business, user, technical and reporting requirements as well as proposing a feasible solution to be implemented by the technical team. This work requires the services of specialized skills with in-depth knowledge of business analysis concepts, and also strong conceptual analysis and communication expertise.

3. Objective

These resources will work closely with the National Targeting Centre and other areas within CBSA to enhance current data analytics capabilities, in order to better identify trends and patterns, and enhance current risk assessment strategies.



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FORMULAIRE D'AUTORISATION DE TÂCHES

To ensure the border remains secured for Canadians, the CBSA will advance the analytical capabilities at the National Targeting Centre. The Plan is in place to enable effective and efficient border management through the design, development, implementation, delivery and operation of innovative data analytics solutions. The results of the consultants work will directly support the development of predictive models, trend and pattern development, reporting, geospatial analysis, network analytics, etc.

Secure the Border Strategically

The CBSA is committed to strengthen its ability to intercept inadmissible people, the Agency will make ongoing program improvements to manage risks away from the border, including:

- Continuing to modernize Agency tools to better identify and mitigate risks at the earliest point in the travel and trade streams;
- Implementing and ensuring compliance with regulatory amendments that will impose new requirements on commercial carriers to enhance the Agency's ability to make admissibility determinations prior to the arrival of shipments into Canada;
- Continuing the implementation of eManifest to support the electronic transmission of advance commercial information to the CBSA;
- Implementing the Interactive Advance Passenger Information (IAPI) initiative which would allow the CBSA to work collaboratively with commercial air carriers to modernize the screening of air passengers prior to departure to Canada; and,
- Enhancing the screening of travelers prior to their departure for Canada by integrating new predictive analytics to the targeting function.
- Support the CBSA Branches with enhancing Data Analytics capabilities.

4. Scope of work

The CBSA requires the services of these resources to enhance the safety and security of the country, by "pushing the border out", and using data analytics to ensure our efforts and resources are focused on high-risk people and goods destined for our borders. Overall consulting resources will be used for the overall strategy formulation work, reporting requirements gathering, design & development of the agency innovative solutions, agency performance monitoring requirements gathering, data analysis, geospatial analysis and coordination of stakeholder activities. The resources will be responsible to design, develop the specifications for where, how and why the various organizational components fit together and how they support the CBSA operations and projects components.

5. Technical Environment

The technical environment at CBSA comprises several technologies. All hardware and software will be provided by CBSA. Technologies involved include but are not limited to the following: x Microsoft PowerPoint, Visio, Word, Excel, Internet Explorer, Windows 2000 and XP, MS Project, 'R', Python, GeoSpatial Software, SPSS. As technology evolves and new tools are leveraged, the consultants need to be able to adapt and use these new technologies.

6. Client Support

The Contractor will be provided with a CBSA user ID, password, workstation or laptop, and other materials as required in order to process, store, and/or transmit CBSA data on the CBSA network during the contract. The use of contractor IT systems is not permitted.

7. Constraints

Working onsite at CBSA locations within the National Capital Region may be required in order to collocate with work staff for the efficient exchange of business knowledge and collaboration with project stakeholders.

CBSA data must not be accessed to or from the contractor's IT systems through the use of a session or link (e.g. VPN).

The Contractor must comply with CBSA internal security policies, directives, standards, and guidelines at all times during the contract.

The Contractor must not remove any protected information/data without the proper approval of the Project Authority.

8. Tasks & Deliverables

Tasks

The IM Architect - DW Consultant is responsible for but not limited to the following tasks:

- Research, design and implement analytical formulas to conduct quantitative risk assessment of trade goods.
- Lead the development of predictive analytics.
- Apply predictive analytics to the development of CBSA IM/IT systems.
- Analyze existing capabilities and requirements, develop redesigned frameworks and recommend areas for improved capability and integration.
- Develop and document detailed statements of requirements.
- Evaluate existing procedures and methods, identify and document database content, structure, and application subsystems, and maintain/update data dictionary.
- Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems.
- Prototype potential solutions provide trade-off information and suggest recommended courses of action.



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- Perform information modelling in support of Business Process Re-engineering implementation.
- Perform cost and benefit analysis of implementing new processes and solutions.
- Provide advice in developing and integrating process and information models between business processes to eliminate information and process redundancies.
- Provide advice in defining new requirements and opportunities for applying efficient and effective solutions; identify and provide preliminary costs of potential options.
- Train and provide guidance of CBSA to junior staff– knowledge transfer.

Deliverables / Schedule

Consultant #1

The Consultant will work within the timelines of the development and implementation of the pre-existing CBSA Projects.

- Analyze and document the prioritized data assets within the CBSA Analytics environment (October 2019 - October 2020);
- Elicit new/revised Data Analytics Business Requirements (October-December 2019);
- Creation of Data Analytics Business Requirements Documentation (March 2020);
- Creation of Information Models between Data Analytics Business Processes (May 2020);
- Integration of developed Business Processes in to Data Analytics ecosystem (June 2020);
- Define and document interfaces of the manual to automated operations within each application subsystem to the external systems (June/July 2020);
- Obtain stakeholders' Acceptance (sign-off)(July 2020); and
- Creation of lessons learned and knowledge transfer documentation (September 2020).

Consultant #2

Transition of Commercial reporting (ongoing until October 2020):

- Identification of Process Measures & Metrics & Events (November 2019);
- Documentation of Business Requirements (December 2019);
- Documentation of Business Requirements Traceability Matrix (January 2020);
- Documentation of Transition plan (February 2020);
- Documentation of Business Process Matrix (March 2020);
- Visual depiction of the Business Process (April 2020);
- Mapping and aligning eManifest with Integrated Data Warehouse (May 2020);
- Identification of initiative alignment with others (June 2020)
- Stakeholder identification (July 2020); and,
- Development of Data Models (as required) (October 2020).

9. Travel requirement

There is no travel requirement under this contract.

10. Language of Work

The resource must be able to communicate orally and in writing, in English or French, without any assistance and with minimal errors.

11. Location of Work

Work must be performed on CBSA premises in the National Capital Region, and within normal business hours (7 am – 6 pm) Monday to Friday.

STATEMENT OF WORK – Business Architect

1. Title

To acquire two (2) Business Architect consultants.

2. Background

CBSA relies significantly on Business Architects to guide organizational performance management and monitoring. Reporting requirements are meant to provide accurate and timely information across multiple facets of organizational functions.

3. Objective

These resources will work closely with the National Targeting Centre and other areas within CBSA to enhance current data analytics capabilities, in order to better identify trends and patterns, and enhance current risk assessment strategies.

To ensure the border remains secured for Canadians, the CBSA will advance the analytical capabilities at the National Targeting Centre. The Plan is in



TASK AUTHORIZATION FORM

FORMULAIRE D'AUTORISATION DE TÂCHES

place to enable effective and efficient border management through the design, development, implementation, delivery and operation of innovative data analytics solutions. The results of the consultants work will directly support the development of predictive models, trend and pattern development, reporting, geospatial analysis, network analytics, etc.

Secure the Border Strategically

The CBSA is committed to strengthen its ability to intercept inadmissible people, the Agency will make ongoing program improvements to manage risks away from the border, including:

- Continuing to modernize Agency tools to better identify and mitigate risks at the earliest point in the travel and trade streams;
- Implementing and ensuring compliance with regulatory amendments that will impose new requirements on commercial carriers to enhance the Agency's ability to make admissibility determinations prior to the arrival of shipments into Canada;
- Continuing the implementation of eManifest to support the electronic transmission of advance commercial information to the CBSA;
- Implementing the Interactive Advance Passenger Information (IAPI) initiative which would allow the CBSA to work collaboratively with commercial air carriers to modernize the screening of air passengers prior to departure to Canada; and,
- Enhancing the screening of travelers prior to their departure for Canada by integrating new predictive analytics to the targeting function.
- Support the CBSA Branches with enhancing Data Analytics capabilities.

4. Scope of work

The CBSA requires the services of these Contractors to enhance the safety and security of the country, by "pushing the border out", and using data analytics to ensure our efforts and resources are focused on high-risk people and goods destined for our borders. Overall consulting resources will be used for the overall strategy formulation work, reporting requirements gathering, design & development of the agency innovative solutions, agency performance monitoring requirements gathering, data analysis, geospatial analysis and coordination of stakeholder activities. The resources will be responsible to design, develop the specifications for where, how and why the various organizational components fit together and how they support the CBSA operations and projects components.

5. Technical Environment

The technical environment at CBSA comprises several technologies. All hardware and software will be provided by CBSA. Technologies involved include but are not limited to the following: x Microsoft PowerPoint, Visio, Word, Excel, Internet Explorer, Windows 2000 and XP, MS Project, 'R', Python, GeoSpatial Software, SPSS. As technology evolves and new tools are leveraged, the consultants need to be able to adapt and use these new technologies.

6. Client Support

The Contractor will be provided with a CBSA user ID, password, workstation or laptop, and other materials as required in order to process, store, and/or transmit CBSA data on the CBSA network during the contract. The use of contractor IT systems is not permitted.

7. Constraints

Working onsite at CBSA locations within the National Capital Region may be required in order to collocate with work staff for the efficient exchange of business knowledge and collaboration with project stakeholders.

CBSA data must not be accessed to or from the contractor's IT systems through the use of a session or link (e.g. VPN).

The Contractor must comply with CBSA internal security policies, directives, standards, and guidelines at all times during the contract.

The Contractor must not remove any protected information/data without the proper approval of the Project Authority.

8. Tasks & Deliverables

Tasks

- Develop policies and rules that allow the CBSA to carry out its mandate and functional responsibilities, and that govern CBSA's actual and planned capabilities in terms of the overall project delivery;
- Develop the specifications for where, how and why the various organizational components fit together as they do, and how they support CBSA's mandate; and,
- Develop artifacts, including topic maps, content flow diagrams, content models, and navigation models.

Deliverables / Schedule

Consultant #1

The Consultant will work within the timelines of the development and implementation of the pre-existing commercial components. Their previous



TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

experience with SPSS Modeller, commercial and operation functions as well as Business Intelligence initiatives will enable delivery of the following:

- Create and document the technical framework and architecture for data delivery between application databases and the enterprise data warehouse (October-December 2019);
- Creation of Data streaming standards and technical service level response times required for streaming commercial shipment and risk assessment data to the enterprise data warehouse (October-December 2019);
- Mapping commercial application architecture and enterprise data warehouse architecture, execution communication presentation and technical briefing document and models (November - December 2019);
- of commercial business processes to migrate to compliance based risking solutions (October 2019 – October 2020);
- Analyze the prioritized data assets within the CBSA Analytics environment (October 2019 – October 2020);
- Elicit new/revised Data Analytics Business Requirements (November 2019 – March 2020);
- Creation of Data Analytics Business Requirements Documentation (April 2020);
- Integration of developed Business Processes in to Data Analytics ecosystem (June 2020);
- Obtain stakeholders' Acceptance (sign-off)(July/August 2020); and,
- Creation of lessons learned and knowledge transfer documentation (October 2020).

Consultant #2

Analytics support of the of Delivery 2 of CBSA Reporting (ongoing until July 2020).

Transition of Commercial reporting (ongoing until October 2020):

- Identification of Process Measures & Metrics & Events (November 2019);
- Documentation of Business Requirements (December 2019);
- Documentation of Business Requirements Traceability Matrix (January 2020);
- Documentation of Transition plan (February 2020);
- Documentation of Business Process Matrix (March 2020);
- Visual depiction of the Business Process (April 2020);
- Mapping and aligning eManifest with Integrated Data Warehouse (May 2020);
- Identification of initiative alignment with others (June 2020);
- Stakeholder identification (July 2020); and,
- Development of Data Models (as required) (October 2020).

9. Travel requirement

There is no travel requirement under this contract.

10. Language of Work

The resource must be able to communicate orally and in writing, in English or French, without any assistance and with minimal errors.

11. Location of Work

Work must be performed on CBSA premises in the National Capital Region, and within normal business hours (7 am – 6 pm) Monday to Friday.

Period of Services / Période de service:

Initial Start Date / Date de début initiale :

Oct 15, 2019

Initial End Date / Date de fin initiale :

Oct 14, 2020

Extended End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification) :

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Travel Requirement(s) / Exigence(s) de voyage :

None

Work Location(s) / Lieu(x) de travail :

333 North River Rd, Tower A, Ottawa, ON

PART 2 (completed by the Contractor and/or the Technical/Project Authority) / **PARTIE 2** (complète par le Contracteur et/ou le Responsable technique / Chargé du projet)



TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

A. Contractor Resource(s) / Ressource(s) du Contracteur

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT.

Name / Nom	Category / Catégorie	Level / Niveau	Linguistic Profile / Profile linguistique	Level of Security / Niveau de sécurité	PWGSC Security File No. / N° du dossier de sécurité TPSGC
	Business Architect	3	English / Anglais	Secret	95101532
	Information Management Architect	3	English / Anglais	Secret	95176507
	Business Architect	3	English / Anglais	Secret	95208338
	Information Management Architect	3	English / Anglais	Secret	95099343

B. Estimated Cost / Coût estimatif

Category / Catégorie		Level / Niveau	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Cost / Coût estimatif
<div><div>+</div><div>-</div></div>	Business Architect	3			\$249,600.00
	Information Management Architect	3			\$240,000.00
	Business Architect	3			\$249,600.00
	Information Management Architect	3			\$240,000.00
Estimated Cost / Coût estimatif					\$979,200.00
Total Estimated Travel and Living Cost / Coût total estimatif de voyage et de vie					\$0.00
Taxe % applied / % de taxes appliquées		13.000	Applicable Taxes / Taxes applicables		\$127,296.00
Total Estimated Cost / Coût total estimatif					\$1,106,496.00

PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA



TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

The client's authorization limit is \$250,000.00. When the value of a TA and its amendments (including GST/HST) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

Jeff Davidson

Name of Authorized Client / Nom du client autorisé

OCT 09 2019

Date

Signature

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

La limite d'autorisation du client est \$250,000.00. Lorsque la valeur de l'AT et ses modifications (incluant la TPS/TVH) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation.

Name of Contracting Authority / Nom de
l'autorité contractante

Morin, Sylvie

Signature

Digitally signed by Morin, Sylvie
Date: 2019.10.11 15:21:18 -0400

Date

PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

Name and title of individual authorized to sign on behalf of the Contractor / Nom et titre
de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

OCT 04 2019



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

Purchasing Office - Bureau des achats:

Informatics Professional Services - EL
Division/Services professionnels en informatique
- division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT - CONTRAT

Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous acceptons votre proposition de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

869631606PG0001
EMERION
368 Dalhousie Street
Suite 200
Ottawa
Ontario
K1N7G3
Canada

Title - Sujet PSPC-NTC Targeting Data Analytics	
Contract No. - N° du contrat 47419-171663/001/EL	Date 2018-09-27
Client Reference No. - N° de référence du client 1000331663	
Requisition No. - N° de la demande 47419-171663	
File No. - N° de dossier 629el.47419-171663	CCC No./N° CCC - FMS No./N° VME
Financial Code(s) Code(s) financier(s) FC	GST/HST TPS/TVH <input type="checkbox"/>
F.O.B. - F.A.B. Destination	
GST/HST - TPS/TVH See Herein - Voir ci-inclus	Duty - Droits See Herein - Voir ci-inclus
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified herein Précisé dans les présentes	
Invoices - Original and two copies to be sent to: Factures - Envoyer l'original et deux copies à: CANADA BORDER SERVICES AGENCY National Invoice Reception 105, RUE MCGILL, #260-01 vendors-fournisseurs@ @cbsa-afsc.gc.ca MONTREAL Quebec H2Y2E7 Canada	
Address Enquiries to: - Adresser toutes questions à: Morin, Sylvie	Buyer Id - Id de l'acheteur 629el
Telephone No. - N° de téléphone (613) 859-0761 ()	FAX No. - N° de FAX () -
Total Estimated Cost - Coût total estimatif \$9,835,952.11	Currency Type - Devise CAD
For the Minister - Pour le Ministre Morin, Sylvie <small>Digitally signed by Morin, Sylvie Date: 2018.09.27 13:27:23 -04'00'</small>	

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List of Annexes to the Resulting Contract:

Annex A Statement of Work

Appendix A to Annex A –Tasking Assessment Procedure;
Appendix B to Annex A –Task Authorization (TA) Form;
Appendix C to Annex A – Resource Assessment Criteria and Response Table;
Appendix D to Annex A – Certifications at the TA stage;

Annex B Basis of Payment

Annex C Security Requirements Check List (SRCL)

Annex D Non-Disclosure Agreement

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The following clauses apply to and form part of any contract resulting from the bid solicitation.

1. Requirement

- (a) Emerion (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.
- (b) **Client:** Under the Contract, the "**Client**" is Canada Border Services Agency.
- (c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Project Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- (d) **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

2. Task Authorization

- (a) **As-and-when-requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.
- (b) **Assessment of Resources Proposed at TA Stage:** Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendix A, B, C and D of Annex A.
- (c) **Form and Content of draft Task Authorization:**
 - (i) The Project Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix B of Annex A.
 - (ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:
 - (A) the task number;
 - (B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
 - (C) the categories of resources and the number required;
 - (D) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
 - (E) the start and completion dates;

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- (F) milestone dates for deliverables and payments (if applicable);
 - (G) the number of person-days of effort required;
 - (H) whether the work requires on-site activities and the location;
 - (I) the language profile of the resources required;
 - (J) the level of security clearance required of resources;
 - (K) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
 - (L) any other constraints that might affect the completion of the task.
- (d) **Contractor's Response to Draft Task Authorization:** The Contractor must provide to the Project Authority, within 2 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.
- (e) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**
To be validly issued, a TA must include the following signatures:
- (i) for any TA, inclusive of revisions, with a value less than or equal to **\$250,000.00** (excluding Applicable Taxes), the TA must be signed by:
 - a. the Project Authority; and
 - b. the Canada Border Services Agency Administrative Authority.
 - (ii) for any TA with a value greater than this amount, a TA must include the following signatures:
 - a. the Project Authority; and
 - b. the Canada Border Services Agency Administrative Authority; and
 - c. the Contracting Authority.
- Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in sub-article (i) above; any suspension or reduction notice is effective upon receipt.
- (f) **Periodic Usage Reports:**
- (i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The

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Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

- (A) 1st quarter: April 1 to June 30;
- (B) 2nd quarter: July 1 to September 30;
- (C) 3rd quarter: October 1 to December 31; and
- (D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 20 calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued TA (as amended):

- (A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;
- (B) a title or a brief description of each authorized task;
- (C) the name, Resource category and level of each resource involved in performing the TA, as applicable;
- (D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;
- (E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- (F) the start and completion date for each authorized task; and
- (G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):

- (A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and
- (B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

(g) **Consolidation of TA's for Administrative Purposes:** The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

3. Minimum Work Guarantee

(a) In this clause,

- (i) **"Maximum Contract Value"** means the amount specified in the **"Limitation of Expenditure"** clause set out in the Contract; and
- (ii) **"Minimum Contract Value"** means \$20,000.00.

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- (b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- (c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- (d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract
 - (i) for default;
 - (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
 - (iii) for convenience within ten business days of Contract award.

4. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

(a) General Conditions:

- (i) 2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

- 4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
- 5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:
 - (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or
 - (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
- 6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) Supplemental General Conditions:

The following Supplemental General Conditions:

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- (i) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;

5. Security Requirement

The following security requirements (SRCL #19 and related clauses provided by ISP) as set out under Annex "B" to the Supply Arrangement, applies to and forms part of the Contract.

a) Common PS SRCL #19 Security Clauses:

Security Requirement for Canadian Supplier: PWGSC File #Common-PS SRCL#19

1. The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABILITY STATUS, CONFIDENTIAL** or **SECRET** as required, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b. *Industrial Security Manual* (Latest Edition).

b) CBSA Security Requirement:

The CBSA, will conduct its own personnel Reliability Status assessment of the Contractor (specifically the Contractor personnel), which is allowed under the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard. Reliability Status assessment conducted by the CBSA will include a credit check.

If the Contractor (specifically the Contractor personnel), has already been screened under the TBS Policy on Government Security - Personnel Security Standard, the Contractor (specifically the Contractor personnel), will still undergo a security screening process to be conducted by the CBSA.

The credit check and fingerprinting*, if required, will be performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian and International Industrial Security Directorate" (CIISD).

Until the credit check, fingerprinting* (if required) and all other security screening processes required have been completed and the Contractor (specifically the Contractor personnel) is deemed suitable by the CBSA, the Contractor (specifically the Contractor personnel) will not be permitted access to Protected / Classified information or assets, and further, will not be permitted to enter sites where such information or assets are kept.

***Fees are applicable. Fingerprinting, if required, will be at the Contractor's cost.**

The Company Security Officer (CSO) must ensure through the Contract Security Program that the Contractor and individual(s) hold a valid security clearance at the required level.

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6. Contract Period

(a) **Contract Period:** The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

- (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends 3 years later; and
- (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) **Option to Extend the Contract:**

- (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1-year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
- (ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7. Authorities

(a) **Contracting Authority**

The Contracting Authority for the Contract is:

Name: Sylvie Morin
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Informatics and Telecommunications Systems Procurement Directorate
Address: 10 Wellington St., Gatineau, Québec
Telephone: 613-859-0761
E-mail address: Sylvie.morin@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) **Project Authority**

The Project Authority for the Contract is:

Name: Corey Loverock
Title: Manager
Organization: Canada Border Services Agency
Address: 333 North River Road, Ottawa, Ontario K1A 0L8
Telephone: 343-291-6219
Facsimile: 343-291-6234
E-mail address: corey.loverock@cbsa-asfc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of

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the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

(c) Contractor's Representative (to be completed at contract award)

Name:

Title:

Emerion

Address: 368 Dalhousie Street, Suite 200, Ottawa, Ontario K1N 7G3

Telephone: 613-241-0222

E-mail address: contracts@emerion.ca

8. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

9. Payment

(a) Basis of Payment

- (i) **Professional Services provided under a Task Authorization with a Maximum Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.
- (ii) **Professional Services provided under a Task Authorization with a Firm Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B), Applicable Taxes extra.
- (iii) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
- (iv) **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

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(b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

- (i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are included and Applicable Taxes are included
- (ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- (iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (A) when it is 75 percent committed, or
 - (B) 4 months before the contract expiry date, or
 - (C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
- (i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment for Task Authorizations with a Maximum Price:** For each Task Authorization validly issued under the Contract that contains a maximum price:

- (i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.
- (ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

(d) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion:** Canada will pay the Contractor upon completion and delivery of all the Work associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:

- (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) all such documents have been verified by Canada; and
- (iii) the Work delivered has been accepted by Canada.

(e) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.

(f) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

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- (i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

10. Invoicing Instructions

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.
- (c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (d) The Contractor must provide the original and two copies of each invoice to the Project Authority, and a copy to the Contracting Authority.

11. Certifications and Additional Information

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire Contract Period.

12. Federal Contractors Program for Employment Equity - Default by Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

13. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

14. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) Supplemental General Conditions, in the following order:

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- (i) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;
- (c) General Conditions 2035 (2016-04-04), Higher Complexity - Services;
- (d) Annex A, Statement of Work - Statement of Work including its Appendices as follows;
 - (i) Appendix A to Annex A - Tasking Assessment Procedure;
 - (ii) Appendix B to Annex A - Task Authorization (TA) Form;
 - (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;
 - (iv) Appendix D to Annex A - Certifications at the TA stage;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the validly issued Task Authorizations and any required certifications; and
- (h) the Contractor's bid dated May 16, 2018.

15. Foreign Nationals (Canadian Contractor)

- (a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

16. Insurance Requirements

(a) Compliance with Insurance Requirements

- (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) Commercial General Liability Insurance

- (i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- (ii) The Commercial General Liability policy must include the following:

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- (A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- (B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- (C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- (D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (G) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

- (i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- (ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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- (iii) The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

17. Limitation of Liability - Information Management/Information Technology

- (a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.
- (b) **First Party Liability:**
- (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
- (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
- (B) physical injury, including death.
- (ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.
- (iii) Each of the Parties is liable for all direct damages resulting from any breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of any unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
- (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
- (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
- (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
- (B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

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In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.

- (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims:**

- (i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- (ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.
- (iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

18. Professional Services - General

- (a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
- (b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Project Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.
- (c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if

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Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

- (A) the name, qualifications and experience of a proposed replacement immediately available for Work; and
- (B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

- (ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
 - (A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or
 - (B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Project Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

- (iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
- (iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

19. Safeguarding Electronic Media

- (a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- (b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

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20. Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

21. Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Project Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

22. Government Property

Canada agrees to supply the Contractor with the items listed below (the "**Government Property**"). The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

1. Laptop
2. Office
3. Telephone
4. Data Mining Software

23. Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

- (a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;
- (b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- (c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- (d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have

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five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

- (e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

7.26 Non-disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex D, and provide it to the Project Authority before they are given access to information by or on behalf of Canada in connection with the Work.

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ANNEX A

STATEMENT OF WORK

1. Requirement

The National Targeting Centre (NTC) requires the services of an integrated core team of six (6) resources that will work together to support the design and development of technical elements of the Beyond the Border Action Plan in relation to Canada Border Services Agency (CBSA) priorities. All resources will be working on an as and when requested basis using task authorizations.

The Core Team for this requirement includes:

RESOURCE CATEGORY	LEVEL OF EXPERTISE
B.6 Business System Analyst	Level 3
I.5 IM Architect	Level 3
B.2 Business Architect	Level 3
B.3. Business Consultant	Level 3
G.5 GIS Data Architect	Level 3

2. Background

The Operations Branch (OPB) of the CBSA has a mandate to secure the border strategically by enhancing its ability to assess risk, determine admissibility, investigate criminal activities, and increase immigration compliance.

In a dynamic threat environment, the CBSA continues to rely on the use of high-quality information that integrates intelligence and analytics with enforcement statistics to manage border-related risks. The CBSA will continue to partner with its United States (U.S.) counterparts, its Border Five and other law enforcement through the Beyond the Border Action Plan initiatives that aim to strengthen border security between both countries and promote economic prosperity by making border processes more effective and efficient.

In order to ensure the border remains secure for Canadians, the Director General of the National Border Operations Centre is leading the development of an operational data analytics strategy. In an effort to enhance operational decision-making, the core team of resources are required within the NTC.

3. Objective

The Contractors will provide professional services to the CBSA that will help the National Targeting Centre enhance current data analytics capabilities, in order to better identify trends and patterns, and enhance current risk assessment strategies.

To ensure the border remains secured for Canadians, the CBSA will advance the analytical capabilities at the National Targeting Centre. The Plan is in place to enable effective and efficient border management through the design, development, implementation, delivery and operation of innovative data analytics solutions. The results of the consultants work will directly support the development of predictive models, trend and pattern development, reporting, geospatial analysis, network analytics, etc.

Secure the Border Strategically

The CBSA is committed to strengthen its ability to intercept inadmissible people, the Agency will make ongoing program improvements to manage risks away from the border, including:

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- Continuing to modernize Agency tools to better identify and mitigate risks at the earliest point in the travel and trade streams;
- Implementing and ensuring compliance with regulatory amendments that will impose new requirements on commercial carriers to enhance the Agency's ability to make admissibility determinations prior to the arrival of shipments into Canada;
- Continuing the implementation of eManifest to support the electronic transmission of advance commercial information to the CBSA;
- Implementing the Interactive Advance Passenger Information (IAP) initiative which would allow the CBSA to work collaboratively with commercial air carriers to modernize the screening of air passengers prior to departure to Canada; and,
- Enhancing the screening of travellers prior to their departure for Canada by integrating new predictive analytics to the targeting function.

The below are the three identified Agency's top external risks, as evaluated by senior management and found in the CBSA Enterprise Risk Profile, the Agency's overarching, enterprise-level risk document.

Contraband: Over the past two decades, organized crime such as drug and currency trafficking, and the illegal movement of firearms, tobacco and vehicles has become increasingly sophisticated and presents enforcement complexity as it reaches beyond national jurisdictions. Ongoing collaboration with law enforcement partners, the use of automated targeting systems, and the work accomplished by a variety of enforcement teams are examples of ways the Agency controls its exposure to the Contraband risk. However, the fact that the number and quantity of drug seizures has been climbing in recent years indicates that the Contraband risk continues to be considerable, and therefore the Agency is continuing efforts to mitigate it.

Terrorist Activities: Terrorism is recognized as a national security threat as Canada has been identified as a target by certain extremist groups, such as the Islamic State of Iraq and the Levant. In addition, the existence of 'insider threats' has been identified as an emerging national security trend, with the terrorist attacks in Saint-Jean-sur-Richelieu and Ottawa in October 2014 serving as an example of such horrific events. The overseas detection and capacity building work of CBSA liaison officers, heightened screening by CBSA personnel, as well as improved targeting capacity as a result of the implementation of the National Targeting Centre are a few of the current controls mitigating the Terrorist Activities risk. However, there is a constant need for vigilance and the Agency is continuing to mitigate the risk as the occurrence of a terrorist act either in, or associated with Canada, could have significant impacts.

Food Plant and Animal: The speed and ease with which travel and trade move around the globe has increased Canada's vulnerability to FPA-related threats. The economic and ecological impacts resulting from the introduction of dangerous FPA commodities to Canada could be considerable. External factors such as the oversight capacity of other countries and the high volumes of cargo drive the exposure to this risk. While continued cooperation with the Canadian Food Inspection Agency helps to ensure threats are identified and understood, the Agency faces challenges with its examination capacity for FPA in commercial streams. As such, the Agency is taking additional steps to mitigate the FPA risk.

4. Scope of Work

The CBSA requires the services of a Contractor to enhance the safety and security of the country, by "pushing the border out", and using data analytics to ensure our efforts and resources are focused on high-risk people and goods destined for our borders. Overall consulting resources will be used for the overall strategy formulation work, reporting requirements gathering, design & development of the agency innovative solutions, agency performance monitoring requirements gathering, data analysis, geospatial analysis and coordination of stakeholder activities. The resources will be responsible to design, develop the specifications for where, how and why the various organizational components fit together and how they support the CBSA operations and projects components. Also, the resources will create Briefing Note, presentations, reports and use cases; consult and present to various stakeholders.

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5. Technical Environment

The technical environment at CBSA comprises several technologies. All hardware and software will be provided by CBSA. Technologies involved include but are not limited to the following:

- Microsoft PowerPoint, Visio, Word, Excel, Internet Explorer, Windows 2000 and XP, MS Project, 'R', Python, GeoSpatial Software, SPSS. As technology evolves and new tools are leveraged, the consultants need to be able to adapt and use these new technologies.

6. Client Support

The Contractor will be provided with a CBSA user ID, password, workstation or laptop, and other materials as required in order to process, store, and/or transmit CBSA data on the CBSA network during the contract. The use of contractor IT systems is not permitted.

7. Constraints

Working onsite at CBSA locations within the National Capital Region may be required in order to co-locate with work staff for the efficient exchange of business knowledge and collaboration with project stakeholders.

CBSA data must not be accessed to or from the contractor's IT systems through the use of a session or link (e.g. VPN).

The Contractor must comply with CBSA internal security policies, directives, standards, and guidelines at all times during the contract.

The Contractor must not remove any protected information/data without the proper approval of the Project Authority.

8. Tasks and Deliverables

Tasks and Deliverables for individual resources could include but will not be limited to the following:

The Business System Analyst (Level 3)

TASKS

- Develop artifacts, including topic maps, content flow diagrams, content models, and navigation models;
- Lead the statistical analysis of data using SPSS;
- Lead the design and implementation of statistical predictive models using SPSS;
- Design and implement statistical algorithms;
- Design and develop forecasting models in SPSS; and
- Design and develop optimization algorithms.

DELIVERABLES

- Development of trend and pattern analysis and implement the framework within the CBSA
- Implementation of statistical analysis within the CBSA to support Operations
- Enhancement of current Operational analytics

The IM Architect (Level 3)

TASKS

- Research, design and implement analytical formulas to conduct quantitative risk assessment of trade goods;
- Lead the development of predictive analytics;
- Mentor/train and provide strategic advice in the use and application of predictive analysis

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techniques;

- Apply predictive analytics to the development of CBSA IM/IT systems.

DELIVERABLES

- Development of and implementation of predictive models
- Development of Standard Operating Procedures for the implementation of predictive models
- Development and delivery of a training package for developing and implement predictive models

The Business Architect (Level 3)

TASKS

- Develop policies and rules that allow the CBSA to carry out its mandate and functional responsibilities, and that govern the organization's actual and planned capabilities in terms of the overall project delivery;
- Develop the specifications for where, how and why the various organizational components fit together as they do, and how they support the organization's mandate.

DELIVERABLES

- Delivery of Standard Operating Procedures that support overall project delivery within the National Targeting Centre (NTC)
- Delivery of frameworks to support the various projects within the NTC

The Business Consultant (Level 3)

TASKS

- Develop and implement overall project strategy;
- Lead the design and implement of business intelligence applications under the project;
- Lead the design and development of business processes for the implementation of a CBSA reporting system under the project;
- Lead the identification of data reporting requirements and the design of reporting capabilities under the project; and
- Lead the development of statistical solutions under the project.

DELIVERABLES

- Delivery of data reporting requirements document
- Delivery of a proposed action plan for advancing analytics within the CBSA
- Delivery of business processes for the implementation of analytics within the CBSA

The GIS Data Architect (Level 3)

TASKS

- Design and develop data architecture for the project, in the context of the overall system architecture;
- Set Data Policy and technical solution for the management, storage, access, navigation, movement, and transformation of data;
- Specify recommended DBMS and ETL tools and technologies for structured and unstructured content;
- Design the Metadata Repository;
- Create a data model for the project that is independent of the technology solution;
- Examine and enforce opportunities to provide data reuse, balance the issues of centralization and replication;
- Ensure the preservation of strategic data assets as applications and technologies evolve; and

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- Monitor and support the development of the system's data to ensure it is compliant with the data architecture, and refine the data architecture as required.

DELIVERABLES

- Development and production of GeoSpatial products to support targeting efforts within the CBSA
- Delivery of enterprise geospatial capabilities that will be used across the CBSA
- Establishment of a framework and best practices for GeoSpatial analysis within the CBSA

9. Travel requirement

There is no travel requirement under this contract.

10. Language of Work

All work will be performed and delivered in English.

11. Location of Work

The majority of the work will be performed at the following CBSA locations:

333 North River Road, Ottawa, ON
 2265 St. Laurent Blvd, Ottawa, ON

Work may on occasion be performed at other locations within the NCR as required by the Project Authority.

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ANNEX B BASIS OF PAYMENT

INITIAL CONTRACT PERIOD:

Initial Contract Period (Date of Contract award to September 26, 2021)		
Resource Category	Level of Expertise	Firm Per Diem Rate
B6. Business System Analyst	Level 3	
I5.IM Architect	Level 3	
B2. Business Architect	Level 3	
B3. Business Consultant	Level 3	
G5. GIS Data Architect	Level 3	

OPTION PERIODS:

Option Period 1 (September 27, 2021 to September 26, 2022)		
Resource Category	Level of Expertise	Firm Per Diem Rate
B6. Business System Analyst	Level 3	
I5.IM Architect	Level 3	
B2. Business Architect	Level 3	
B3. Business Consultant	Level 3	
G5. GIS Data Architect	Level 3	

Option Period 2 (September 27, 2022 to September 26, 2023)		
Resource Category	Level of Expertise	Firm Per Diem Rate
B6. Business System Analyst	Level 3	
I5.IM Architect	Level 3	
B2. Business Architect	Level 3	
B3. Business Consultant	Level 3	
G5. GIS Data Architect	Level 3	

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ANNEX C
SECURITY REQUIREMENTS CHECK LIST

Attached hereto

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ANNEX D

NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. _____ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.:

Signature

Date

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APPENDIX A TO ANNEX A

TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor. Once a draft TA Form is received, the Contractor must submit to the Project Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form. The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 48 hours turnaround time to submit a quotation.
2. For each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
 - (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).
 - (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.
 - (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.
 - (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
 - (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
 - (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In

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situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.
4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.
5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.
6. Once the quotation has been accepted by the Project Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

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APPENDIX B TO ANNEX A
TASK AUTHORIZATION FORM

Attached hereto

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APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

1. a) MANDATORY REQUIREMENTS - B.6 BUSINESS SYSTEM ANALYST - Level 3

#	Mandatory Technical Criteria	MET	NOT MET	Contractor's Response Demonstrated Experience and Cross Reference to proposal (Page #)
MT1	<p>The Contractor must demonstrate that the proposed resource has a minimum of 120 months of combined experience, within the last 180 months preceding the Task Authorization issuance date, performing one or more of the following tasks as a Business System Analyst:</p> <ul style="list-style-type: none"> • Develop and document a detailed statement of requirements for the proposed alternative recommended in the preliminary analysis report; • Perform business analyses of functional requirements to identify information, procedures, and decision flows; • Evaluate existing procedures and methods, identify and document items such as database content, structure, application subsystems, and develop data dictionary; • Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems; • Identify candidate business processes for re-design, prototype potential solutions, provide trade-off information and suggest a recommended course of action. Identify the modifications to the automated processes; and, • Support and use the selected departmental methodologies. 			
MT2	The Contractor must demonstrate that the proposed resource has a minimum of 60 months of experience, within the last 120 months preceding the Task Authorization issuance date, developing artifacts which would include topic maps, content flow diagrams, content models, and navigation models.			
MT3	The Contractor must demonstrate that the proposed resource has a minimum of 12 months of experience, within the last 60 months preceding the Task Authorization issuance date, providing statistical analysis of data using SPSS.			
MT4	The Contractor must demonstrate that the proposed resource has a minimum of 12 months of experience, within the last 60 months preceding the Task Authorization issuance date, providing design and implementation of statistical predictive models using SPSS.			

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MT5	The Contractor must demonstrate that the proposed resource has a minimum of 12 months of experience, within the last 60 months preceding the Task Authorization issuance date, designing and implementing statistical algorithms including decision trees, ANOVA, and multivariate analysis using SPSS.			
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b) POINT RATED REQUIREMENTS - B.6 BUSINESS SYSTEM ANALYST - Level 3

#	Point Rated Technical Criteria	Scoring Methodology	Maximum points	Contractor's Response Demonstrated Experience and Cross Reference to proposal (Page #)
RT1	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT3.	13 to 24 months = 5 points 25 to 36 months = 10 points 37 months or more = 15 points	15	
RT2	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT4.	13 to 24 months = 5 points 25 to 36 months = 10 points 37 months or more = 15 points	15	
RT3	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT5.	13 to 24 months = 5 points 25 to 36 months = 10 points 37 to 48 months = 15 points 49 months or greater = 20 points	20	
RT4	The Contractor should demonstrate that the proposed resource has experience conducting Pattern Recognition and Knowledge Discovery using SPSS.	12 months or less = 0 points 13 to 36 months = 5 points 37 to 60 months = 10 points 61 months or greater = 15 points	15	

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RT5	The Contractor should demonstrate that the proposed resource has experience designing predictive models for forecasting, linear and non-linear regression, classification, association, and clustering.	12 months or less = 0 points 13 to 36 months = 5 points 37 to 60 months = 10 points 61 months or greater = 15 points	15	
RT6	The Contractor should demonstrate that the proposed resource has experience with SPSS scripting to automate analytical jobs.	12 months or less = 0 points 13 to 36 months = 5 points 37 to 60 months = 10 points 61 months or greater = 15 points	15	
RT7	The Contractor should demonstrate that the proposed resource has experience with the design and development of forecasting models in SPSS.	12 months or less = 0 points 13 to 36 months = 5 points 37 to 60 months = 10 points 61 months or greater = 15 points	15	
RT8	The Contractor should demonstrate that the proposed resource has experience designing and developing optimization algorithms.	12 months or less = 0 points 13 to 36 months = 5 points 37 to 60 months = 10 points 61 months or greater = 15 points	15	
Total:			125	
Required Pass Mark:			75	
Points Achieved B.6 BUSINESS SYSTEM ANALYST — Level 3 (A)				

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2. a) MANDATORY REQUIREMENTS - I.5 IM ARCHITECT - Level 3

#	Mandatory Technical Criteria	MET	NOT MET	Contractor's Response Demonstrated Experience and Cross Reference to proposal (Page #)
MT1	<p>The Contractor must demonstrate that the proposed resource has a minimum of 120 months of combined experience, within the 180 months preceding the Task Authorization issuance date, performing one or more of the following tasks as a IM Architect:</p> <ul style="list-style-type: none"> Analyze existing capabilities and requirements, develop redesigned frameworks and recommend areas for improved capability and integration. Develop and document detailed statements of requirements. Evaluate existing procedures and methods, identify and document database content, structure, and application subsystems, and develop data dictionary. Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems. Prototype potential solutions, provide tradeoff information and suggest recommended courses of action. Perform information modelling in support of BPR implementation. Perform cost/benefit analysis of implementing new processes and solutions. Provide advice in developing and integrating process and information models between business processes to eliminate information and process redundancies. Provide advice in defining new requirements and opportunities for applying efficient and effective solutions; identify and provide preliminary costs of potential options. 			
MT2	<p>The Contractor must demonstrate that the proposed resource has experience working on at least One (1) IM/IT project involving the movement of goods across international borders.</p> <ul style="list-style-type: none"> The cited project must have an iterative multi-phase rollout; The cited project must have had a 24/7 operational mandate The Proposed Resource must have worked on the cited project for a minimum duration of 6 months; and The cited project must have had a dollar value exceeding \$100M CAD. 			
MT3	<p>The Contractor must demonstrate that the proposed resource has a minimum of 36 months of experience researching, designing and implementing analytical formulas to conduct quantitative risk assessment of trade goods.</p>			

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MT4	The Contractor must demonstrate that the proposed resource has a minimum of 24 months of experience using IBM SPSS Modeller to support the development of predictive analytics.			
MT5	The Contractor must demonstrate that the proposed resource has a minimum of 60 months of experience training and/or mentoring and providing strategic advice to clients in the use and application of predictive analysis techniques.			

b) POINTS RATED REQUIREMENTS - I.5 IM ARCHITECT - Level 3

#	Point Rated Technical Criteria	Scoring Methodology	Maximum points	Contractor's Response Demonstrated Experience and Cross Reference to proposal (Page #)
RT1	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT1.	121 to 132 months = 2 points 133 to 144 months = 4 points 145 to 156 months = 6 points 157 to 168 months = 8 points 169 to 180 months = 10 points 181 to 192 months = 12 points 193 to 204 months = 14 points 205 months or greater = 16 points	16	
RT2	The Contractor should demonstrate that the proposed resource has experience applying predictive analytics to the development of IM/IT systems.	12 months or less = 0 points 13 to 36 months = 5 points 37 to 60 months = 10 points 61 months or greater = 15 points	15	
RT3	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT3.	37 to 48 months = 6 points 49 to 60 months = 8 points 61 months or greater = 10 points	10	
RT4	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT4.	25 to 36 months = 5 points 37 to 48 months = 10 points 49 to 60 months = 15 points 61 months or greater = 20 points	20	

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RT5	The Contractor should demonstrate that the proposed resource has experience working on projects that incorporates the use of World Customs Organization (WCO) standards.	0 projects = 0 points 1 project = 2 points 2 projects = 4 points 3 projects = 6 points 4 projects = 8 points 5 projects or greater = 10 points	10	
Total:			71	
Required Pass Mark:			43	
Points Achieved I.5 IM ARCHITECT – Level 3 (B)				

3. a) MANDATORY REQUIREMENTS - B2 BUSINESS ARCHITECT– Level 3

#	Mandatory Technical Criteria	MET	NOT MET	Contractor's Response Demonstrated Experience and Cross Reference to proposal (Page #)
MT1	The Contractor must demonstrate that the proposed resource has a minimum of 120 months of experience developing functional and business architectures in support of IM/IT business transformation projects valued at \$10M CAD or more.			
MT2	<p>The Contractor must demonstrate that the proposed resource has experience performing the following tasks on three separate and distinct IM/IT projects:</p> <ul style="list-style-type: none"> • Use case development; • Facilitating stakeholders (internal and/or external) workshops; • One-on-one interviews and/or consultations; and, • Teleconferences and Joint Application Development (JAD) Sessions. <p>In order for a project to qualify, the resource must have performed all tasks listed above on each project referenced. Additionally, each project referenced must be 6 months or greater in duration.</p>			
MT3	The Contractor must demonstrate that the proposed resource has a minimum of 120 months experience assessing business needs and translating requirements into system functional specifications.			
MT4	The Contractor must demonstrate that the proposed resource has a minimum of 60 months of experience developing and coordinating policies, processes, and systems related to the assessment of risk and operational surveillance.			

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MT5	The Contractor must demonstrate that the proposed resource has a minimum of 60 months of experience developing business use cases using the Rational Unified Process (RUP) methodology for business modeling and business requirements definition. Rational Unified Process is an iterative software development process framework.			
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b) POINT RATED REQUIREMENTS - B2 BUSINESS ARCHITECT – Level 3

#	Point Rated Technical Criteria	Scoring Methodology	Maximum points	Contractor's Response Demonstrated Experience and Cross Reference to proposal (Page #)
RT1	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT1.	121 to 132 months = 2 points 133 to 144 months = 4 points 145 to 156 months = 6 points 157 to 168 months = 8 points 169 to 180 months = 10 points 181 to 192 months = 12 points 193 to 204 months = 14 points 205 months or greater = 16 points	16	
RT2	The Contractor should demonstrate that the proposed resource has experience over and above the minimum of 3 projects required in MT2.	4 Projects = 4 points 5 Projects = 8 points 6 Projects = 12 points 7 Projects = 16 points	16	
RT3	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT3.	121 to 132 months = 2 points 133 to 144 months = 4 points 145 to 156 months = 6 points 157 to 168 months = 8 points 169 to 180 months = 10 points 181 to 192 months = 12 points 193 to 204 months = 14 points 205 months or greater= 16 points	16	
RT4	The Contractor should demonstrate that the proposed resource has experience over and	61 to 72 months = 2 points 73 to 84 months = 4 points 85 to 96 months = 6 points 97 to 108 months = 8 points	10	

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	above the minimum requirements in MT4.	109 months or more = 10 points		
RT5	The Contractor should demonstrate that the proposed resource has experience on IM/IT system projects working at an enterprise strategic level.	36 months or less = 0 points 37 to 48 months = 2 points 49 to 60 months = 4 points 61 to 72 months = 6 points 61 to 84 months = 8 points 85 months or more = 10 points	10	
RT6	The Contractor should demonstrate that the proposed resource has experience scoping new project and solutions to change requests related to key lines of business.	36 months or less = 0 points 37 to 48 months = 2 points 49 to 60 months = 4 points 61 to 72 months = 6 points 61 to 84 months = 8 points 85 months or more = 10 points	10	
Total:			78	
Required Pass Mark:			47	
Points Achieved B2 BUSINESS ARCHITECT – Level 3 (C)				

4. a) MANDATORY REQUIREMENTS - B.3 BUSINESS CONSULTANT - Level 3

#	Mandatory Technical Criteria	MET	NOT MET	Contractor's Response Demonstrated Experience and Cross Reference to proposal (Page #)
MT1	The Contractor must demonstrate that the proposed resource has a minimum of 120 months of experience, within the last 240 months preceding the Task Authorization issuance date, performing one or more of the following tasks as a Business Consultant: <ul style="list-style-type: none"> Analyze, evaluate, develop business processes (financial, operational, systems, etc.); Identify organizational and/or project business opportunities for improvement and streamlining of business processes; Identify and evaluate critical success parameters, factors and performance measurements; and, Assist other stakeholders in development and implementation of business improvement processes and programs. 			
MT2	The Contractor must demonstrate that the proposed resource has a minimum of 84 months of experience, within the last 180 months preceding the Task Authorization issuance date, in the design and implementation of Business Intelligence applications that incorporate the use of data analytics software.			
MT3	The Contractor must demonstrate that the proposed resource has a minimum of 60 months of demonstrated experience, within the last 120 months preceding the Task Authorization issuance date, in the			

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	design and development of business processes for the implementation of a reporting system.			
MT4	The Contractor must demonstrate that the proposed resource has a minimum of 60 months of demonstrated experience, within the last 120 months preceding the Task Authorization issuance date, in the identification of data reporting requirements and the design of reporting capabilities.			
MT5	The Contractor must demonstrate that the proposed resource has a minimum of 60 months of demonstrated experience, within the last 120 months preceding the Task Authorization issuance date, in the development of reporting prototypes.			

b) POINT RATED REQUIREMENTS - B.3 Business Consultant - Level 3

#	Point Rated Technical Criteria	Scoring Methodology	Maximum points	Contractor's Response Demonstrated Experience and Cross Reference to proposal (Page #)
RT1	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT2.	85 to 119 months = 10 points 120 months or greater = 20 points	20	
RT2	The Contractor should demonstrate that the proposed resource has experience in the development of data processes and algorithms.	0 to 11 months = 0 points 12 months to 23 months = 5 points 24 months to 35 months = 10 points 36 to 59 months = 15 points 60 months or greater = 20 points	20	
RT3	The Contractor should demonstrate that the proposed resource has experience in the development of data processes to simplify and improve data flows.	0 to 11 months = 0 points 12 months to 23 months = 5 points 24 months to 35 months = 10 points 36 to 59 months = 15 points 60 months or greater = 20 points	20	
RT4	The Contractor should demonstrate that the proposed resource has experience in the design and development of data structures and data models.	0 to 23 months = 0 points 24 to 35 months = 5 points 36 to 59 months = 10 points 60 months or greater = 15 points	15	
RT5	The Contractor should demonstrate that the proposed resource has demonstrated experience, within the last 120 months preceding the Task Authorization issuance date, performing the following duties to support the implementation of	0 to 23 months = 0 points 24 to 35 months = 5 points 36 to 59 months = 10 points 60 months or greater = 15 points	15	

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	Business Intelligence Solutions within the Government of Canada: <ul style="list-style-type: none"> • data analysis; • documenting data requirements; and, • defining transformation rules. 			
Total:			90	
Required Pass Mark:			54	
Points Achieved B.3 Business Consultant – Level 3 (D):				

5. a) MANDATORY REQUIREMENTS – G.5 GIS DATA ARCHITECT – Level 3

#	Mandatory Technical Criteria	MET	NOT MET	Contractor's Response Demonstrated Experience and Cross Reference to proposal (Page #)
MT1	<p>The Contractor must demonstrate that the proposed resource has a minimum of 120 months of experience, within the last 240 months preceding the Task Authorization issuance date, performing one or more of the following tasks as a GIS Data Architect:</p> <ul style="list-style-type: none"> • Designing and developing the data architecture for the project, in the context of the overall system architecture; • Setting Data Policy and the technical solution for the management, storage, access, navigation, movement, and transformation of data; • Specifying recommended DBMS and ETL tools and technologies for structured and unstructured content. • Designing the Metadata Repository; • Creating a data model for the project that is independent of the technology solution; • Examining and enforcing opportunities to provide data reuse, balancing the issues of centralization and replication; • Ensuring the preservation of strategic data assets as applications and technologies evolve; and, • Monitoring and supporting the development of the system's data to ensure it is compliant with the data architecture, and refine the data architecture as required. 			
MT2	The Contractor must demonstrate that the proposed resource has a minimum of 60 months experience providing services on geo-spatial related projects using GIS Product Suites.			
MT3	<p>The Contractor must demonstrate that the proposed resource has a minimum of 60 months experience designing and developing a project's data architecture in the context of the overall system architecture.</p> <p>To qualify, each of the referenced project must:</p>			

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	<ul style="list-style-type: none"> have had a dollar value exceeding \$10M CAD; have had a 24/7 operational mandate (24/7 is defined as an operation that functions 24 hours a day, 7 days a week); and, have had the proposed resource work on the projects for a minimum duration of 6 months. 			
MT4	<p>The Contractor must demonstrate that the proposed resource has a minimum of 60 months experience working on large-scale data management and data modeling concepts, with both relational and dimensional data models.</p> <p>Any projects used to respond to this criterion must meet the requirements below:</p> <ul style="list-style-type: none"> Cited projects must have had a dollar value exceeding \$10M CAD; Cited projects must have had a 24/7 operational mandate (24/7 is defined as an operation that functions 24 hours a day, 7 days a week); and, Cited projects must have had the proposed resource work on the projects for a minimum duration of 6 months. 			
MT5	The Contractor must demonstrate that the proposed resource has a minimum of 60 months of experience analyzing existing capabilities and requirements, developing redesigned frameworks and recommending areas for improved capability and integration.			
MT6	The Contractor must demonstrate that the proposed resource has a minimum of 60 months of experience assessing existing procedures, methods, database content, structure, and application subsystems.			

b) POINT RATED REQUIREMENTS – G.5 GIS DATA ARCHITECT – Level 3

#	Point Rated Technical Criteria	Scoring Methodology	Maximum points	Contractor's Response Demonstrated Experience and Cross Reference to proposal (Page #)
RT1	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT1.	121 to 132 months = 2 points 133 to 144 months = 4 points 145 to 156 months = 6 points 157 to 168 months = 8 points 169 to 180 months = 10 points 181 to 192 months = 12 points 193 to 204 months = 14 points 205 or more months = 16 points	16	

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RT2	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT3.	61 to 72 months = 2 points 73 to 84 months = 4 points 85 to 96 months = 6 points 97 to 108 months = 8 points 109 to 120 months = 10 points 121 to 132 months = 12 points 133 to 144 months = 14 points 144 months or greater = 16 points	16	
RT3	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT4.	61 to 72 months = 2 points 73 to 84 months = 4 points 85 to 96 months = 6 points 97 to 108 months = 8 points 109 to 120 months = 10 points 121 to 132 months = 12 points 133 to 144 months = 14 points 144 months or greater = 16 points	16	
RT4	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT5.	61 to 72 months = 2 points 73 to 84 months = 4 points 85 to 96 months = 6 points 97 to 108 months = 8 points 109 to 120 months = 10 points 121 to 132 months = 12 points 133 to 144 months = 14 points 144 months or greater = 16 points	16	
RT5	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT6.	61 to 72 months = 2 points 73 to 84 months = 4 points 85 to 96 months = 6 points 97 to 108 months = 8 points 109 to 120 months = 10 points 121 to 132 months = 12 points 133 to 144 months = 14 points 144 months or greater = 16 points	16	
RT6	The Contractor should demonstrate that the proposed resource has experience with the development of business driven	0 to 12 months = 0 points 13 to 24 months = 1 point 25 to 36 months = 2 points 37 to 48 months = 3 points	10	

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	data governance methodologies for a Business Intelligence project.	49 to 60 months = 4 points 61 to 72 months = 5 point 73 to 84 months = 6 points 85 to 96 months = 7 points 97 to 108 months = 8 points 109 to 120 months = 9 point 121 months or greater = 10 points		
RT7	The Contractor should demonstrate that the proposed resource has experience with the development of data governance, stewardship frameworks, and best practices using DAMA International and/or COBIT models.	0 to 12 months = 0 points 13 to 24 months = 1 point 25 to 36 months = 2 points 37 to 48 months = 3 points 49 to 60 months = 4 points 61 to 72 months = 5 point 73 to 84 months = 6 points 85 to 96 months = 7 points 97 to 108 months = 8 points 109 to 120 months = 9 point 121 months or greater = 10 points	10	
RT8	The Contractor should demonstrate that the proposed resource has experience creating, updating, revising, and documenting GIS and/or earth observation data sets.	0 to 12 months = 0 points 13 to 24 months = 1 point 25 to 36 months = 2 points 37 to 48 months = 3 points 49 to 60 months = 4 points 61 to 72 months = 5 point 73 to 84 months = 6 points 85 to 96 months = 7 points 97 to 108 months = 8 points 109 to 120 months = 9 point 121 months or greater = 10 points	10	
RT9	The Contractor should demonstrate that the proposed resource has experience developing project material documentation and presenting to both business and IT (technical) communities.	0 to 12 months = 0 points 13 to 24 months = 1 point 25 to 36 months = 2 points 37 to 48 months = 3 points 49 to 60 months = 4 points 61 to 72 months = 5 point 73 to 84 months = 6 points 85 to 96 months = 7 points 97 to 108 months = 8 points 109 to 120 months = 9 point 121 months or greater = 10 points	10	
Max. Available Points:			120	
Required Pass Mark			72	
Points Achieved G.5 GIS DATA ARCHITECT – Level 3 (E):				

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APPENDIX D TO ANNEX A CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

 Print name of authorized individual & sign above

 Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

 Print name of authorized individual & sign above

 Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

 Print name of authorized individual & sign above

 Date

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4. CERTIFICATION OF LANGUAGE

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

Print name of authorized individual & sign above

Date

COMMON-PS-SRCL#19



Government of Canada
 Gouvernement du Canada

Contract Number / Numéro du contrat 1000331663
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
 LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail	

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui

6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to / Limité à <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays	Specify country(ies) / Préciser le(s) pays	Specify country(ies) / Préciser le(s) pays

7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO NON CLASSIFIED <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input checked="" type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input checked="" type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>
TRES SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TRES SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) <input type="checkbox"/>
TRES SECRET (SIGINT) <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	TRES SECRET (SIGINT) <input type="checkbox"/>
	COSMIC TRES SECRET <input type="checkbox"/>	

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity.

Dans l'affirmative, indiquer le niveau de sensibilité.

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

Short Titles of material / Titres abrégés du matériel

Document Number / Numéro du document

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

RELIABILITY STATUS
COTE DE FIABILITECONFIDENTIAL
CONFIDENTIELSECRET
SECRETTOP SECRET
TRES SECRETTOP SECRET - SIGINT
TRES SECRET - SIGINTNATO CONFIDENTIAL
NATO CONFIDENTIELNATO SECRET
NATO SECRETCOSMIC TOP SECRET
COSMIC TRES SECRETSITE ACCESS
ACCES AUX EMPLACEMENTS

Special comments

Commentaires spéciaux

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes
Non Oui**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)****INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui

COMMON-PS-SRCL#19



Government of Canada
 Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE			NATO				OTHER / AUTRE				
	A	S	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	TOP SECRET	OTHER / AUTRE			CONFIDENTIAL	SECRET
											A	S	C		
Information Assets / Informations sensibles															
Personnel / Personnel															
IT Data / Données IT															
IT Systems / Systèmes IT															
IT Users / Utilisateurs IT															

- 12 a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

- 12 b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Charge de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
COREY LOVEROCK	MANAGER	
Telephone No. - N. de téléphone	Facsimile No. - N. de télécopieur	E-mail address - Adresse courriel
		Date
		Oct 30, 2017

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
AHMED SALAH	MANAGER, HQ SECURITY	
Telephone No. - N. de téléphone	Facsimile No. - N. de télécopieur	E-mail address - Adresse courriel
343-291-7771		ahmed.salah@tpsgc-pwgsc.gc.ca
		Date
		2017-11-01

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No ☐ Yes
Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Sylvie Morin	Supply Specialist	Morin, Sylvie
Telephone No. - N. de téléphone	Facsimile No. - N. de télécopieur	E-mail address - Adresse courriel
873-469-4992		sylvie.morin@tpsgc-pwgsc.gc.ca
		Date
		2017-11-24

Digitally signed by Morin, Sylvie
Date: 2017.11.24 14:08:08
-05'00'

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
		Saumur, Jacques O
Telephone No. - N. de téléphone	Facsimile No. - N. de télécopieur	E-mail address - Adresse courriel
		Date

Digitally signed by Saumur, Jacques O
DN: c=CA, o=GC, ou=PWGSC-TPSGC,
cn=Saumur, Jacques O
Date: 2017.07.02 11:38:31 -05'00'

Jacques Saumur
Contract Security Officer
Contracts Security Division / Division des contrats sécurité /
Contract Security Program / Programme de sécurité des contrats /
Public Services and Procurement Canada / Services publics et Approvisionnement Canada
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Telephone / Téléphone 613-948-1732
Facsimile / Télécopieur 613-948-1712



TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

PART 1 (completed by the Technical/Project Authority) / PARTIE 1 (complété par le Responsable technique / Chargé du projet)

A. General Information / Informations générales

Contract Number / Numéro du contrat :

Contractor Name / Nom du Contracteur :

Task Authorization (TA) No. / N°
de l'autorisation de tâches (AT) :

Commitment No. / N° de
l'engagement :

Financial Coding / Code
financier :

Date of Issuance / Date
d'émission :

Response required by /
Réponse requise par :

B. For Amendments Only / Aux fins de modification seulement

Amendment No. / N° de la modification :

Reason for the Amendment / Raison pour la modification :

C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category / Catégorie	Level / Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis	
					<input type="button" value="+"/>
					<input type="button" value="-"/>

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

Period of Services / Période de service:

Initial Start Date / Date de début initiale :

Initial End Date / Date de fin initiale :

Extended End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification) :

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Travel Requirement(s) / Exigence(s) de voyage :

Work Location(s) / Lieu(x) de travail :

PART 2 (completed by the Contractor and/or the Technical/Project Authority) / PARTIE 2 (complété par le Contracteur et/ou le Responsable technique / Chargé du projet)

A. Contractor Resource(s) / Ressource(s) du Contracteur

Note: once approved, only the following resources may provide services under this TA. / Nota: une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT.



TASK AUTHORIZATION FORM

FORMULAIRE D'AUTORISATION DE TÂCHES

Name / Nom	Category / Catégorie	Level / Niveau	Linguistic Profile / Profil linguistique	Level of Security / Niveau de sécurité	PWGSC Security File No. / N° du dossier de sécurité TPSGC	
						<div>+ -</div>

B. Estimated Cost / Coût estimatif

Category / Catégorie	Level / Niveau	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Cost / Coût estimatif	
					<div>+ -</div>
Estimated Cost / Coût estimatif					
Total Estimated Travel and Living Cost / Estimé des frais de déplacement et de subsistance				\$0.00	
Tax rate applied / Taux d'imposition appliqué (%)	15.000	Applicable Taxes / Taxes applicables		\$0.00	
Total Estimated Cost / Coût total estimatif				\$0.00	

PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

The client's authorization limit is . When the value of a TA and its amendments (including GST/HST) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est . Lorsque la valeur de l'AT et ses modifications (incluant la TPS/TVH) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation.

Name of Authorized Client / Nom du client autorisé

Date

Name of Contracting Authority / Nom de
l'autorité contractante

Date

Signature

Signature

PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre de la personne autorisée à signer au nom de l'entrepreneur	Signature	Date
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